



29 January 1964

MEMORANDUM FOR: Deputy Director (Support)


ATTENTION : Mr. 

25X1A9a

SUBJECT : Central Qualifications Register

1. At your request OCS reviewed the Office of Personnel's proposal to establish an Agency-wide Central Qualifications Register for applicants and employees. Attached for your information is a summary evaluation of the project with particular emphasis given to computer-related implications. Our general conclusion is that the proposed system is technically feasible, within our computer capability, and reasonable in terms of its approach to the problem.

2. We have not been able to make a judgment on whether or not the project is worth the cost to CIA. Future savings in manpower would largely depend on how effective the system is used as a management tool. In launching the program management essentially commits itself to the assumption that the end products will prove highly valuable and worth the cost involved in initializing the system and keeping it up to date.


JOSEPH BECKER
Assistant Director,
Computer Services

25X1A9a

cc: DD/S&T
Director of Personnel

28 January 1964

SUMMARY EVALUATION OF PROJECT TO DEVELOP A CENTRAL QUALIFICATIONS SYSTEM FOR APPLICANTS AND EMPLOYEES

1. BACKGROUND

A. The proposal to establish a Qualifications System is the fourth attempt by the Agency to generate a workable, mechanized system for handling Employee/Applicant qualifications. The three previous attempts were EAM systems using punch cards. Each, in all fairness, was progressively better than its predecessor, but all contained the same basic weaknesses:

1. There was never assembled an adequate staff of qualified analysts to formulate, code, and maintain a qualifications system;
2. None of the previous systems were coded to completion;
3. None were ever maintained on a current basis; and
4. None of the previous attempts ever had an exhaustive test period prior to its implementation.

B. From all indications, these problem areas have been taken into consideration in developing the proposed system.

C. A major element of the new system is a very highly detailed coding structure. The system will require the services of a competent staff of qualified analysts to interpret the detailed codes in terms of daily operating requirements. The more detailed, or specialized, the coding, the more chance of varying interpretation by other than qualified analysts.

D. Responsibility for developing a computer system in support of employee/applicant qualifications was placed on ADPD (originally in the Office of the Comptroller - now a Division of Office of Computer Services) as part of the original justification for lease of the RCA 501 computer system.

2. CURRENT SITUATION

A. As far as the Office of Computer Services/ADPD is concerned the qualifications system has been operational for more than six months. The system now contains most of the Master Qualifications Records for Agency GS-15, 14, and some GS-13 personnel. Seven (7) computer programs have been written, de-bugged, and are operational. Two (2) programs, completing the programming effort for this system, remain to be written. Only one (1) of the remaining programs will be written by Agency personnel. The other - a "SEARCH ROUTINE" - is to be provided by RCA as part of their software package. Sample copies of computer-produced Qualifications Registers, and other related material, are on file in the Office of Personnel.

B. Machine support of the system will require approximately forty (40) hours per annum for regular file maintenance on the RCA 501. When the system is fully operational to the point at which requests for computer searches are handled routinely, it is expected, that one (1) hour per day on the RCA 501 will provide ample time to do any number of ad hoc searches. This has been planned for third shift operations, resulting in 24-hour turn-around service.

3. ADVANTAGES OF PROPOSED SYSTEM

A. Greater depth of coding data allows for greater selectivity of retrieval.

B. New system data can be used for:

1. More selective recruitment of applicants by determining hiring needs;
2. Selection of personnel for evaluation of skills as applicable to job vacancies;

3. Selection of personnel for backstopping other employees and their skills;
4. More comprehensive and up-to-date statistical compilations.

C. System apparently can be installed with no increase in machine or manpower requirements to service the system.

4. CONCLUSIONS

A. It is anticipated by Agency personnel with experience in this area of operations that more use will be made of this system than any previous system, because the new system is more comprehensive, is designed with computer equipment in mind, and will contain more information than was ever possible before.

B. It is believed that the system meets the requirements of the customer office.

C. It is also believed that approval to proceed with the system and conversion should be contingent upon the following:

1. That an adequate staff of sufficiently qualified personnel be established to formulate, code, and convert records for the system.
2. That every attempt be made to complete the coding of the system in the shortest time practicable.
3. That responsibility be placed on the Office of Personnel for maintaining the system on a current basis.
4. That the Office of Personnel have sufficiently qualified personnel to maintain accuracy of the data in the system.
5. That sufficient tests be made to insure the accuracy and reliability of data selected as a result of machine searches.

D. It is believed that if these conditions are not met, the proposed system will inherit the same problems of preceding systems as mentioned in BACKGROUND, above.